

Scope of work, Phase 2 – DRB Consulting, LLC (Certified DBE per MnUCP)

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To: Michael Schroeder
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RE: Scope of work, Phase 2
MPRB Contract Number C-41282
DRB Consulting, LLC

Contract C-41282, authorizes an assessment and recommendations to assist with project and program delivery of the NPP20 program and correlating MPRB projects for a NTE amount of \$42,500. Based on the assessment and review the following tasks will be advanced further:

Task 1 – phase 2, Project / Program Management

TASK 1.1 – Project master list (Park projects and activities listing)

Advance and complete a master list of all projects associated to various programs or planning documents (NPP20, ADA Transition, area service plans, etc.) based on input and engagement from team members within MPRB including finance, communications, planning and operations.

Utilize this data to support a GIS mapping tool to identify the various types and locations of projects – refer to TASK 2.

Deliverable: Master list of all projects and / or identified major activities associated to parks (regional and neighborhood).

Including definitions of critical data fields and / or references (example revenue sources).

Include professional service contracts and contracted services into the data base.

TASK 1.2 – Scoping Projects (Documenting the need and reasoning for the project(s)).

Advance and complete a scoping document (Template) identifying major categories of influence related to a project: Background, Context Overview, Project needs, Project Implementation, Risks, Cost estimate, and listing of critical stakeholders.

Facilitate scoping workshops to support usage of the template.

Deliverable: Standard template, include an example and how a project charter folds into a project scoping document.

TASK 1.3 – Project Delivery

Continue to review opportunities to advance expediting professional service contracting and alternative delivery including but not limited to a pre-qualification professional service contracting program, IDIQ, Design – Build and best value contracting.

Coordinate workshops and discussions to expand possible development and usage of a pre-qualification program – approximate time frame for possible deployment late, 2017. Continue to advance alternative delivery methods by assessing opportunities

based on similar in scope projects, year of delivery and coordinating a park's identified needs and related projects.

TASK 1.4 – Minority, women and small business integration

Evaluate options to integrate language into professional services and program / project delivery contracts including but not limited to developing contract language and requirements, program labor agreement, peer review and exchange of best practices, and development of monitoring tools to advance inclusion of minority, small and women owned businesses into MPRB's projects and programs.

TASK 1.5 – Project & program management guidance

Support the efforts that are ongoing within planning department to advance a project and program management reference document including standard templates for monthly expenditures, project estimating, scoping, and schedule.

Advance data and information gathering to illustrate dash board metrics associated to program delivery and project delivery.

Continue to assess project estimating through stages of project development and how to capture historical data to support future project cost estimating.

Facilitate conversations between departments and individuals to link projects and / or activities associated to a park, determining scheduling and implementation for improvements to the parks.

TASK 2 – Phase 2, Data Management and GIS integration

TASK 2.1 – Data Management & GIS integration

Support the ongoing efforts across various departments including IT to identify enterprise data, including data definition, accuracy, accessibility, reliability and ownership to ensure usage of data supported reporting and decision making.

Advance GIS application to link data, supporting planning, engineering / architecture and operational needs and decision making.

Thank you for the opportunity to work with the MPRB team members.